# VERIFICATION SUMMARY REPORT INSTRUCTIONS FOR COMPLETING ON THE WEB

Which Local Education Agencies (LEAs) Must Complete the Report? All LEAs participating in National School Lunch Program (NSLP) or the School Breakfast Program (SBP) must complete the report EXCEPT Residential Child Care Institutions (RCCIs) which have no day students.

LEAs with no free or reduced price eligible students or no applications subject to verification do not complete verification but must make a report. Section II, Line 6 of the Verification Summary Report must indicate that no verification was performed.

### Section I: Enrollment, Application and Approval Information (Pre-Verification)

Line 1, Line 2, and Line 3 are automatically filled based on your enrollment and the information provided in your application. Check to see if the information is correct. Notify the Bureau if the information is not correct.

SPECIAL NOTE: ALL BOXES FOR LINES 4 THROUGH 11 MUST CONTAIN A NUMBER. ENTER ZEROES FOR ALL RESPONSES THAT ARE NOT APPLICABLE TO YOUR LEA.

**NOTE THAT THE DATES FOR COLUMNS A AND B ARE DIFFERENT.** Report Lines 4 through 5 COLUMN A as of the last operating day in October. The totals for free eligible and reduced price eligible should be the same as the numbers reported in the unduplicated count, for the October claim. COLUMN B requires information on applications as of October 1.

**Line 4, Column A** will be the sum of numbers of <u>students</u> reported in 4-1 through 4-4, Column A and <u>the same as the number reported in the unduplicated count, for the October claim. Information in Column A is reported as of October 31.</u>

**Line 4, Column B** requires no information.

#### **Lines 4-1 to 4-4**

4-1. In **Column A**, report the number of FREE ELIGIBLE students in the LEA who are not subject to verification. This will include those <u>directly certified</u> (<u>electronically only</u>) on the homeless liaison list, migrants, students income eligible for Head Start or pre-K Even Start, <u>residential</u> students at RCCIs, and non-applicants approved by local officials). DO NOT include the number of students in the LEA determined to be free eligible for Provision 2/3 schools not operating a base year. **Foster child(ren)** that appear on the directly certified list get counted in 4-1. They are categorically eligible. If a student was directly certified and also on an application the student should be reported under 4-1 as directly certified.

There is no **Column B** in this category.

4-2. In **Column A**, report the number of students approved as FREE ELIGIBLE in the LEA who were approved based on Food Assistance (Food Stamps)/FIP (TANF)/FDPIR numbers submitted on an application (categorically eligible). **Also for this year only (2012), report all students listed on a DHS Free Lunch letter** 

and their siblings on line 4-2 because they are considered categorically eligible.

In **Column B**, report the number of approved applications based on Food Assistance or FIP as of October 1.

An application that includes <u>only</u> foster child(ren) who are <u>not</u> <u>directly certified</u>, must report the student(s) in 4-2A and the application in 4-2B. The student and application must be reported as categorically eligible.

IMPORTANT: Review SP 02-2012 – Verification and Reporting of Foster Children for additional guidance on reporting foster children.

4-3. In **Column A**, report the number of students approved as FREE ELIGIBLE in the LEA based on income/household size information submitted on an application.

In **Column B**, report the number of approved applications as of October 1.

4-4. In **Column A**, report the number of FREE ELIGIBLE students in the LEA for Provision 2/3 schools not operating a base year. This should be auto populated with a zero if you are not a Provision 2/3 school.

There is no **Column B** in this category.

**Line 5, Column A**, will be the number of <u>students</u> approved as REDUCED PRICE ELIGIBLE in the LEA as of October 31. This will be the same <u>as the number reported in the unduplicated count, for the October claim.</u>

**Line 5, Column B**, will be the number of applications approved as REDUCED PRICE ELIGIBLE in the LEA as of October 1.

5-1. In **Column A**, report the number of REDUCED PRICE ELIGIBLE students in the LEA for Provision 2/3 schools not operating a base year. This should be auto populated with a zero if you are not a Provision 2/3 school.

There is no **Column B** in this category.

## Section II. Results of Verification, by Application Type

- Line 6. Choose the type of verification process used by the LEA. These are the options available:
  - Basic (Standard): selection of 3% of applications subject to verification, drawn from error prone applications.
  - Alternate-Random (Alternate one): selection of 3% of applications subject to verification drawn randomly from all applications. This option is only available to <u>LEAs that reported less than 20% non response rate from verification in</u> the prior year.
  - Alternate-Focused (Alternate two): selection of 1% of income applications subject to verification, drawn from error prone applications plus 0.5% of applications approved on the basis of Food Assistance or FIP. This option is only available to LEAs that reported less than 20% non response rate from verification in the prior year.

 No verification performed: choose this if the LEA had no applications subject to verification. <u>Complete lines 7 through 12 with zeroes</u>. Complete lines 13 and 14.

Report on Lines 7 through 12 the results of the verification process by the type of initial application approval. Lines 7 through 11 are required. Report these lines as of the date of completion of verification. Verification is considered complete when a household's eligibility for the level of benefits for which it was approved is confirmed, or changed to a higher level of benefit, or a letter of adverse action has been sent informing the household that benefits will be reduced or terminated.

Line 12 is optional and is reported as of February 15. Do not put any numbers in Line 12 because we want your report by January 11, 2013.

# ENTER ZEROES FOR ALL RESPONSES THAT ARE NOT APPLICABLE TO YOUR LEA.

- Line 7. Report the number of applications with no change in eligibility and the total number of students on those applications, for each application type.
- Line 8. Report the number of applications for which eligibility was changed to FREE based on documentation provided by the household and the total number of students on those Aapplications, for each application type.
- Line 9. Report the number of applications for which eligibility was changed to REDUCED PRICE <u>based on documentation provided by the household</u> and the total number of students on those applications, for each application type.
- Line 10. Report the number of applications for which eligibility was changed to PAID based on documentation provided by the household and the total number of students on those applications, for each application type.
- Line 11. Report the number of applications for which eligibility was changed to PAID because the household did not respond and the total number of students on those applications, for each application type. Report ALL applications for which the household did not respond, even if the students on the applications continued to receive free or reduced price meals while being claimed as paid.
- Line 12. OPTIONAL. Report the number of applications for which eligibility was changed to PAID as a result of verification that <u>resubmitted applications</u> and were re-approved for either FREE or REDUCED PRICE meal benefits on or before February 15, and the total number of students on these applications for each application type. **Do not put any numbers in this line because the deadline for reporting is January 11, 2013.**
- Line 13. Report the date on which verification was completed. If verification was not completed by November 15, submit a corrective action plan in the box detailing the steps you will take to ensure the problem does not occur in future years.
- Line 14. Enter the name, title and telephone number including area code of the person who can answer questions about this Verification Summary Report. Provision of the email address of this person is optional.